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Bi-Weekly Report for Period Ending 25 May 1962
from
Records Systems and Disposition Branch

1. Contributions

- a. Three Vital Records Workshops conducted by [] were attended by:

25X1

29 DDI employees on 14 May
30 DDP employees on 16 May
38 DDS employees on 18 May

Comments received were all very favorable and requests for additional presentations have been received from three Agency offices. In addition the Department of State and GSA have shown interest in seeing our presentation.

We have requested that a print of the motion picture be obtained for permanent retention by our OCR/GR film library.

- b. [] O/DCI, information on duplicate Agency Courier Services.

25X1

2. Assignments

a. Shelf Filing

- (1-5) Commo Signal Center, Cable Secretariat, Office of Security, OO/C [] Commo Registry []

25X1

Remington Rand is making the final installation for the O/S Security Records Division, however, again they did not ship all items requested. This last addition has taken 6 months to complete due to errors in estimating equipment needed and costs made by Remington Rand.

[] Chief, General Purchase Branch, Office of Logistics informed me that the award for the Cable Secretariat project was given to Remington Rand.

25X1

- (6) DDP/TSD []

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My floor plan for the installing of fourteen sections of steel shelving has been approved by [] Safety Officer for the Agency. Prior to placement of shelving certain minor adjustments must be made to existing funnel-type ceiling sprinklers.

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(7) Logistics - RE & CD

25X1

Awaiting delivery of equipment. The contemplated move to the New Building has been cancelled.

(8) Comptroller's Office

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No change

b. Records Control Schedule

(1) OTR

Met with the ARO and reviewed portions of the schedule he had available. These will be disseminated among the branches for review and signature.

(2)

Contacted the ARO in OO/C to follow up on request to for comments on schedule. Draft of schedule was referred by in November. Comments from the other two offices have been held pending a reply from the

(3) Inspector General

Second phase of records being retired is under way. Progress slow due to activity within IG's office.

c. Special Projects

(1) Conference Notes and Special Reports

25X1

Brochure on Records Management Program being prepared.

Speeches, slides and comments on the Workshop series are being reviewed, up-dated and brought together into one file.

(2) DDP/RID

A suggestion within the RID area resulted in the discontinuance of this project.

(3) Agency Courier System

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After meeting with Chief, RI, the Courier Survey was continued to the DD/P.

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(4) ADP []

Request for assistance in retiring records was received. When record center boxes are delivered further guidance will be given to []

3. Vital Materials []

- a. A revised Vital Record Deposit Schedule from OO/FDD has been received for our review and approval. Certain discrepancies were noted. Action is now being taken with FDD, OO and the DD/I Vital Records Officer to correct these.
- b. Arrangements are being made to microfilm selected Vital Records of the State Department considered essential to the Office of the Comptroller. This filming will be scheduled for late June.
- c. An addition to the Vital Records Deposit Schedule for training/Intelligence School/Intelligence Prod. Faculty has been received.

4. News

Attended Correspondence Procedures class held by [] [] OTR. Some changes to the correspondence Handbook should be done to bring the information used in the class up to date.

Had a certificate prepared by Graphics in Logistics for Mr. [] for presentation at retirement luncheon.

Visited [] O/DDI to clarify on item on the DDI schedule.



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